

## **RN's/ LPN's : Is Your License Due for Renewal?**

**Question: How many nurses are due to renew their license by June 30, 2009?**

**Answer:** 18,531 RN's/LPN's have a current and active license that is due for renewal by 6/30/09. If you are one of those nurses, you can begin the process to renew your license on line TODAY and avoid the urgent rush that occurs in June.

**Question: Are there any changes to the requirements for licensure renewal?**

**Answer: Yes.** One year ago the Board implemented ARS 1-504 (HB2467), requiring ALL applicants to provide the Board with satisfactory documentation demonstrating the applicants' citizenship, alien status, legal residency, or lawful presence in the United States.

**Question: How does this change affect the renewal process?**

**Answer:** The renewal process last year took an average of 19 days (16 days more than in CY 2007) when documentation of citizenship/lawful presence was not required for a license to be issued. In addition to completing the on line renewal portion, a license cannot be renewed until the Board receives and processes the citizenship/alien status documentation. When your documentation is received, it is date stamped, sorted, scanned and connected with your online renewal data. As expected, when there are thousands of renewals to process, mostly during April through July, this has a direct impact on the time it takes for license to be issued.

**Question: What documentation must I submit for proof of citizenship?**

**Answer:** The most frequently received /acceptable documents are a copy of your birth certificate OR a copy of your U.S. passport even if it is expired. A copy of your Social Security card or a driver's license is not on the approved list of documents. A complete list of the acceptable documents can be found on the Board's web site at [www.azbn.gov](http://www.azbn.gov) , click on New Proof of Citizenship or Nationality Requirements, then click on Statement of Citizenship and Alien Status Form.

**Question: How can you assist?**

**Answer:**

- Check your license to see if it is due for renewal in June 2009
- If it is, renew **now**. Board policy allows applicants to renew 6 months prior to their renewal date.
- Mail in your citizenship/lawful presence documentation, along with the mail in cover sheet sent to you by email right after you renew on line. Send it the **same day** that you renew on line. We still have a few nurses who renewed on line last year and never mailed in their documentation. They think they are renewed but they could not be renewed because we had not received their documentation. Months later, some of them have called the Board and asked, "Where is my license?"
- Remind nurses you know and work with to also renew early and avoid the June rush.